



State of Illinois
Illinois Department of Public Health

COVID-19

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Infection Prevention and Control Assessment Tool for Processing Facilities During the COVID-19 Pandemic

This tool is intended to assist health departments in the assessment of infection prevention and control programs and practices in meat processing facilities in order to make recommendations regarding COVID-19. It is not intended to assess for regulatory compliance. If feasible, direct observation of infection prevention and control practices are encouraged. To facilitate the assessment, if health departments are planning to visit a facility, they are encouraged to share this tool with the facility in advance of their visit.

Overview

Section 1: Facility Demographics

Section 2: Infection Control Program and Infrastructure

Section 3: Guidelines and Other Resources

Section 4: Direct Observation of Facility Practices

This guidance has been adapted from guidance from the Texas Department of State Health Services.

Section 1. Facility and workforce characteristics

Date(s) of assessment	
Type of assessment	<input type="checkbox"/> On-site <input type="checkbox"/> Other (specify):
Facility name (for health department use only)	
Type of food processed	<input type="checkbox"/> Beef <input type="checkbox"/> Pork <input type="checkbox"/> Poultry <input type="checkbox"/> Other (specify):
Number of animals processed per day	
Number of employees/contractors	
Number of production employees/contractors	
Number of USDA Food Service Inspection Service (FSIS) inspectors	
Number and types of shifts	
Shift start, shift end, and break times	
Names of departments in facility	
Number of languages spoken by workforce	
Primary languages spoken by workforce	
Employer-provided transportation to work	<input type="checkbox"/> Yes, entire workforce <input type="checkbox"/> Yes, some of the workforce <input type="checkbox"/> No What are other ways employees get to work?
Other workforce characteristics	
Union representation	<input type="checkbox"/> Yes, entire workforce <input type="checkbox"/> Yes, some of the workforce <input type="checkbox"/> No
Name of union(s) and point of contact information for each	
USDA point of contact information	
State Department of Agriculture/State Veterinarian contact information	

Section 2. Facility Policies and Procedures

COVID-19 Workplace Health and Safety Plan		
Elements to be assessed	Assessed	Notes/ Areas for improvement
Workplace COVID-19 coordinators identified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Who are the coordinators? What are their backgrounds?
Plans have been developed to continue essential functions with a reduced workforce	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mechanism for monitoring and tracking absenteeism and duration of exclusion from work for ill employees in place	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Standard operating procedures for cleaning, disinfection, and sanitation reviewed and modified as necessary for COVID-19	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Leave policies are flexible, non-punitive, and encourage ill employees to stay home	<input type="checkbox"/> Yes <input type="checkbox"/> No	What are leave policies?
Coordination with occupational safety, health, or medical professionals	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What role, if any, are they playing in health screening, referral for further evaluation, testing, and other policies?</p> <p>Are employee health services being provided on site?</p>
Collaboration with local and/or state public health authorities and other stakeholders	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Pre-shift employee and visitor health screening has been considered or implemented	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section 2, Administrative controls for more information
Policy for managing workers with potential exposure to COVID-19 in place	<input type="checkbox"/> Yes <input type="checkbox"/> No	What are the policies?
Policy for managing ill workers with COVID-19 in place	<input type="checkbox"/> Yes <input type="checkbox"/> No	What are return-to-work criteria for workers with COVID-19?

Infection prevention and control policies and practices		
Engineering controls		
Elements to be assessed	Assessed	Notes/ Areas for improvement
Workstations, production lines, and other work areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Is there ability to maintain social distancing ≥ 6 feet? Does this vary by department?</p> <p>Can workstation alignment be modified to increase worker separation (≥ 6 feet) and ideally workers are not facing each other?</p> <p>If not, can barriers (e.g. stainless steel, lexan, plastic strip curtains) be used to separate workers? How will barriers be sanitized?</p>
<p>Other areas where workers may congregate, such as</p> <p>Health screening area</p> <p>Entrances/exits</p> <p>Clock-in areas</p> <p>Uniform and equipment pickup area</p> <p>Tool sharpening area</p> <p>Hallways</p> <p>Break areas</p> <p>Locker rooms</p> <p>Smoking areas</p> <p>Parking lots</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Is there ability to maintain social distancing in these areas?</p> <p>Can barriers or dividers be used to physically separate workers?</p> <p>Can the number of tables in lunch or break areas be decreased and/or other building space or tents be used for overflow?</p> <p>Can the number of workers in a space at a time be limited?</p>
Visual cues to maintain social distancing	<input type="checkbox"/> Yes <input type="checkbox"/> No	What methods are used?
Handwashing and hand sanitizer stations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Are handwashing stations and/or hand sanitizers (ideally touchless) placed in multiple locations? Where are they located (e.g. all entrances, common areas)?</p> <p>Is there ability to maintain social distancing?</p>

Ventilation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Eliminate personal cooling fans. If present, ensure fans do not blow air from one worker directly towards another worker.
Cleaning/disinfection/sanitation		
Elements to be assessed	Assessed	Notes/Areas for improvement
Food production areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What are disinfection agents used? Are they consistent with USDA and EPA recommendations?</p> <p>What is the frequency of cleaning/disinfection?</p>
Non-food production areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What are disinfection agents used? Are they consistent with EPA recommendations?</p> <p>What is the frequency of cleaning/disinfection?</p>
Targeted and more frequent cleaning of high-touch surfaces	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What surfaces are receiving additional cleaning/disinfection?</p> <p>What is the schedule for this cleaning?</p>
Enhanced cleaning and disinfection after persons with suspected or confirmed COVID-19 have been in the facility	<input type="checkbox"/> Yes <input type="checkbox"/> No	What policies and procedures are in place?

Administrative controls		
Elements to be assessed	Assessed	Notes/Areas for improvement
Pre-shift employee health screening (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Is screening completed outside the plant entrance?</p> <p>Who performs the screening?</p> <p>Does screening include every person prior to building entry (including visitors and employees who arrive early or late or through other entrances)?</p> <p>What information is assessed (e.g. temperature, symptoms, contact with symptomatic persons)?</p> <p>Is secondary screening done for those with fever or reported symptoms? If so, what does it include?</p> <p>Is social distancing being maintained during the process?</p> <p>How are employees who screen positive managed?</p>
Physical distancing coaches	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are they being used? If so, are they effective?
Training and communication	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What is the mode of delivery (e.g., online, written materials, beginning of shift updates)?</p> <p>What are topics covered?</p> <p>What languages are used? Who are the interpreters?</p> <p>Is there any signage? If so, where is it placed? What topics are covered?</p>

Personal protective equipment (PPE) and source control		
Elements to be assessed	Assessed	Notes/Areas for improvement
PPE for usual job duties	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What types of PPE are required for which job tasks?</p> <ul style="list-style-type: none"> • Eye protection • Gloves, type: • Respirator, type: • Other facial covering, type: • Gown/coveralls • Other, type:
If required, PPE/face coverings/face shields are being provided by the facility	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What types of PPE/face coverings/face shields are provided?</p> <p>Is there an area for PPE donning and doffing?</p> <p>Are there challenges in sourcing PPE?</p>
PPE use	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Have workers received training on topics including</p> <ul style="list-style-type: none"> • When to use PPE • What PPE is necessary • How to put on, use, take off, dispose of, and maintain PPE • Limitations of PPE <p>Are there visual cues for PPE donning/doffing procedures?</p> <p>Are employees wearing PPE correctly?</p>
Face covering use	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What is the facility's policy for face coverings?</p> <p>In which parts of the facility are they being used?</p> <p>Are they being replaced when they are being contaminated?</p> <p>Do they interfere with PPE and how has that been addressed?</p>

Section 3: Guidelines and Other Resources

CDC COVID-19 website

www.cdc.gov/coronavirus/2019-ncov/

CDC Interim Guidance for Businesses and Employers: Plan, Prepare and Respond to Coronavirus Disease 2019

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

CDC Recommendations for Cloth Face Covers

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

CDC Tools for Cross-Cultural Communication and Language Access

<https://www.cdc.gov/healthliteracy/culture.html>

NIOSH Coronavirus Disease 2019 website

www.cdc.gov/niosh/emres/2019_ncov.html

CDCINFO: 1-800-CDC-INFO (1-800-232-4636) | TTY: 1-888-232-6348 | website: www.cdc.gov/info

OSHA COVID-19 website

www.osha.gov/SLTC/covid-19/controlprevention.html

OSHA Meatpacking website

<https://www.osha.gov/SLTC/meatpacking/index.html>

OSHA Poultry Processing website

<https://www.osha.gov/SLTC/poultryprocessing/index.html>

EPA List N: Disinfectants for use against SARS-COV-2

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Section 4. Direct Observation of Facility Practices (optional)

This section is intended as a guide to topics and facility areas for direct observation during an on-site evaluation of infection prevention and control practices at meat processing facilities. This chart can help guide collection of information to supplement Section 3. It is not meant to be exhaustive list. For example, other topics or areas of interest (e.g. specific departments or production areas) can be added to adapt this tool based on local circumstances.

Consider assessment of specific areas of the facility at the following times:

- Shift start and end
- During health screening
- Mealtimes
- Breaks
- During production
- During cleaning and disinfection

	Health screening area ¹ (if present)	Entrance/exits Clock-in/out areas ¹	Uniform and equipment pickup area	Tool sharpening area	Production area	Break areas, cafeterias ²	Locker rooms, restrooms	Other areas: e.g. parking lot, smoking areas (as needed)
Adherence to social distancing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, <i>Physical barriers at workstations</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cleaning and disinfection practices	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Visual or other cues to maintain social distancing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Clearly visible? Languages?								

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	Health screening area ¹ (if present)	Entrance/exits Clock-in/out areas ¹	Uniform and equipment pickup area	Tool sharpening area	Production area	Break areas, cafeterias ²	Locker rooms, restrooms	Other areas: e.g. parking lot, smoking areas (as needed)
Communications about COVID-19 and worker safety and health <i>Topics?</i> <i>Languages?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Availability of hand hygiene supplies and opportunities	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
PPE use <i>Type(s)?</i> <i>Correct use?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cloth face covering use	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. Consider evaluating during shift changes.
2. Consider evaluating during mealtimes and breaks.

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